

## WORKSHOP LOGISTICS CHECKLIST & CONFERENCE CALL SCHEDULE

*Planning a workshop requires coordination in order to have all the needed components ready on the date of the workshop. The schedule below is approximate, but don't underestimate the time needed to plan a really good workshop. We recommend that you start planning at least 4 months in advance.*

*Conference calls have been highlighted in light green.*

### approximately 16 weeks (4 months)

|   |                          |
|---|--------------------------|
| Orientation Call(s) – <i>Overview of CFP program, identify park's expectations and goals, develop a conference call schedule, and identify point of contacts (WASO, region, park, &amp; contractors).</i> | <input type="checkbox"/> |
| Submit CFP Application – <a href="http://www.nps.gov/climatefriendlyparks/involved/index.html">http://www.nps.gov/climatefriendlyparks/involved/index.html</a>  | <input type="checkbox"/> |
| Establish a CFP workshop planning team with park representatives & management – provide this to list to CFP team  | <input type="checkbox"/> |

### approximately 14 weeks

|   |                          |
|---|--------------------------|
| <b>Identify Key Sustainability/Climate Change Challenges</b> - <i>review data from CLIP, EMS, and sustainability checklist. Identify any missing information or data, and select the park unit's primary focus areas for the workshop and action planning, e.g. energy, water, and etc.</i> | <input type="checkbox"/> |
| Begin working on the Climate Leadership in Parks (CLIP) tool. <i>Training and help is available via <a href="mailto:CLIPtool@nps.gov">CLIPtool@nps.gov</a></i>  | <input type="checkbox"/> |

### approximately 12 weeks

|   |                          |
|---|--------------------------|
| <b>Preliminary Agenda Discussion(s)</b> – <i>review agenda template, identify invitees, begin to develop invitations, begin to discuss session timeframes, designate a location for the workshop (reserve if necessary), and consider lunch options. Identify guest speakers and subject matter.</i>                                    | <input type="checkbox"/> |
| <b>EMS: Status &amp; Role</b> – <i>Overview of how to incorporate CFP program elements into the existing EMS. Suggest elements include requirements and goals found within the Green Parks Plan and Climate Change Response Strategy to the extent that is applicable. Review the park unit's current EMS against the CFP elements.</i> | <input type="checkbox"/> |
| Complete the park's greenhouse gas inventory utilizing the CLIP tool and submit to <a href="mailto:CLIPtool@nps.gov">CLIPtool@nps.gov</a> for review  | <input type="checkbox"/> |
| Develop a list of potential attendees   | <input type="checkbox"/> |
| Identify potential meeting locations and assess for cost and seating capacity. Plan for a plenary, plus 3-4 break-out rooms (1 can be the plenary; secure rooms are ideal).   | <input type="checkbox"/> |
| Draft and review invitation   | <input type="checkbox"/> |

### approximately 10 weeks

|   |                          |
|---|--------------------------|
| <b>Ongoing Calls: Logistics &amp; Agenda</b> – <i>These on-going calls will focus on the status of the agenda, workshop logistics, and updates on which guest speakers have accepted the initiation to speak.</i>   | <input type="checkbox"/> |
| <b>Ongoing Calls: Speaker Call or Meeting</b> – <i>One or a few members of the planning team will either meet or have a conference call with each confirmed speaker to ensure the speaker understands the goals of a CFP workshop and the subject matter we would like them to present. At times this might include a tour of a specific aspect of a park unit to provide the speaker with more specific information.</i> | <input type="checkbox"/> |
| Recruit park representatives to produce a park introduction presentation for the workshop, (CLIP results, EMS focus areas, team introduction, and other sustainability initiatives underway).   | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| Request that park superintendent or their designee prepare an opening welcome presentation to initiate the CFP workshop. | <input type="checkbox"/> |
| Finalize meeting space, and establish main contact for space   | <input type="checkbox"/> |
| Finalize and send invitation – <i>include note for participants to bring their own name tag or one will be provided.</i> | <input type="checkbox"/> |

#### approximately 8 weeks

|   |                          |
|---|--------------------------|
| <b>Ongoing Calls: Logistics &amp; Agenda</b> – <i>These on-going calls will focus on the status of the agenda, workshop logistics, and updates on which guest speakers have accepted the initiation to speak.</i>   | <input type="checkbox"/> |
| <b>Ongoing Calls: Speaker Call or Meeting</b> – <i>One or a few members of the planning team will either meet or have a conference call with each confirmed speaker to ensure the speaker understands the goals of a CFP workshop and the subject matter we would like them to present. At times this might include a tour of a specific aspect of a park unit to provide the speaker with more specific information.</i> | <input type="checkbox"/> |
| If park management is interested, arrange for a gift, such as re-usable coffee mugs or water bottles with CFP and park logo, to be handed out to participants and/or speakers.  | <input type="checkbox"/> |

#### approximately 6 weeks

|  |                          |
|--|--------------------------|
| <b>Ongoing Calls: Logistics &amp; Agenda</b> – <i>These on-going calls will focus on the status of the agenda, workshop logistics, and updates on which guest speakers have accepted the initiation to speak.</i>  | <input type="checkbox"/> |
| <b>Ongoing Calls: Speaker Call or Meeting</b> – <i>One or a few members of the planning team will either meet or have a conference call with each confirmed speaker to answer any questions the speaker might have, to ensure the speaker understands the goals of a CFP workshop, and to talk about the content of their presentations. At times this might include a tour of a specific aspect of a park unit to provide the speaker with more specific information.</i> | <input type="checkbox"/> |
| <b>Revisit the EMS: Status</b> – <i>Further review the park unit's current EMS, and discussion about any pre-workshop work that was completed or needs to be completed. Any further questions about the role of EMS?</i>   | <input type="checkbox"/> |
| Morning and Afternoon Breaks (any special dietary needs) - focus on sustainable food and no disposables  | <input type="checkbox"/> |
| Lunch each day (order in, any special dietary needs, etc.) - focus on sustainable food and no disposables  | <input type="checkbox"/> |
| Consider a park tour for visiting participants of the workshop (speakers, WASO and/or regional personnel)  | <input type="checkbox"/> |

#### approximately 4 weeks

|   |                          |
|---|--------------------------|
| <b>Ongoing Calls: Logistics &amp; Agenda</b> – <i>These on-going calls will focus on the status of the agenda, workshop logistics, and updates on which guest speakers have accepted the initiation to speak.</i> | <input type="checkbox"/> |
| <b>Ongoing Calls: Speaker Call or Meeting</b> – <i>Completed</i>  | <input type="checkbox"/> |
| Determine what materials will be helpful for each break-out group to have during their session.   | <input type="checkbox"/> |
| Assure facilitators are assigned for each break-out group during action planning – meet with facilitators prior to workshop, either conference call or in-person meeting before/during first day of workshop.     | <input type="checkbox"/> |
| Collect RSVP's and final list of attendees  | <input type="checkbox"/> |
| Work with meeting site to ensure a glass of water is available for speakers at podium (no disposable bottles)   | <input type="checkbox"/> |

#### approximately 2 weeks

|  |                          |
|--|--------------------------|
| <b>Ongoing Calls: Logistics &amp; Agenda</b> – <i>any last minute ideas or changes?</i>        | <input type="checkbox"/> |
| Create name tags for guest speakers & attendees, suggest NPS staff bring their NPS name badges | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| Print final CFP workshop resources for attendees, (agenda, vision card, attendee list, evaluation forms, etc.) (Contractor Responsibility) | <input type="checkbox"/> |
| Check equipment list to make sure what needs to be brought/shipped to meeting site   | <input type="checkbox"/> |
| Assign someone to take photos of the event, if desired.  | <input type="checkbox"/> |
| Meet with facilitators prior to workshop, either conference call or in-person meeting before/during first day of workshop.                 | <input type="checkbox"/> |

#### Equipment list

|  |                          |
|--|--------------------------|
| Tables and chairs set up in classroom style ideally, otherwise theater style will suffice            | <input type="checkbox"/> |
| 2 LCD projectors with screen/blank wall  | <input type="checkbox"/> |
| All wires and connections needed for power and hook-up from LCDs to laptops                          | <input type="checkbox"/> |
| 6 flip charts with markers   | <input type="checkbox"/> |
| 1-2 six-foot tables with chairs for speakers at the front of the room <i>(if applicable – panel)</i> | <input type="checkbox"/> |
| 1 six-foot tables for hand-out materials on the program and the park                                 | <input type="checkbox"/> |
| 2-3 easels for posters/signs   | <input type="checkbox"/> |
| 3 outlet strips  | <input type="checkbox"/> |
| Podium for speakers  | <input type="checkbox"/> |

### DURING THE WORKSHOP

#### Facilitating the CFP Workshop

|  |                          |
|--|--------------------------|
| Assign someone to serve as time keeper throughout the entire workshop and inform moderator as necessary - <b>Contractor Responsibility</b>               | <input type="checkbox"/> |
| Record key ideas and action items through the entirety of the workshop, (including flip charts and other group notes) – <b>Contractor Responsibility</b> | <input type="checkbox"/> |
| Distribute a evaluation form to attendees – <b>Contractor Responsibility</b>   | <input type="checkbox"/> |

### POST WORKSHOP

#### Final CFP Workshop Products

|  |                          |
|--|--------------------------|
| Provide park unit with a CFP workshop summary that contains the following: final agenda, summary of presentations, specific questions asked during presentations and sessions, list of all action items developed during the break-out groups, and a summary of third day events, thoughts, and questions. (Contractor - 2 weeks after the scheduled CFP workshop) | <input type="checkbox"/> |
| Finalize participating parks' emission reduction goals (6 weeks after the scheduled CFP workshop)  | <input type="checkbox"/> |
| Complete and submit a draft EMS or Action Plan   | <input type="checkbox"/> |
| Implement and continue developing EMS yearly work plan or Action Plan  | <input type="checkbox"/> |
| Submit the final an EMS or Action Plan   | <input type="checkbox"/> |
| Become recognized as a Climate Friendly Parks Member Park  | <input type="checkbox"/> |
| Monitor progress and report results (Ongoing)  | <input type="checkbox"/> |

#### Feedback and Wrap up

|   |                          |
|---|--------------------------|
| Summarize the workshop feedback forms (Contractor - 2 weeks after the scheduled CFP workshop) | <input type="checkbox"/> |
| Prepare and send thank you notes to guest speakers (3 weeks after the scheduled CFP workshop) | <input type="checkbox"/> |